

Submission instructions

Submissions for the FY 2002 Volunteer Annual Report should include four components: (A) numeric data on volunteer program activity; (B) narrative information about outstanding volunteer accomplishments and special events; (C) a list of partner organizations involved in volunteer programs and events; and (D) high-resolution photographs.

Each of these components, except for photographs, should be submitted electronically to the BLM's Intranet site:

http://web.blm.gov/internal/wo-600/00_wo650_vol/voldata02.html

Note: Be sure to print a copy of the form *before* you “submit” your information. Once the information is submitted, you will be unable to retrieve it from your computer.

A. Data on volunteer program activity

1. Compile data for each program area from all Field Offices in your State. It is the responsibility of the State Office or Center not only to compile the data but also to confirm the accuracy of the data submitted. It is suggested that an Excel spreadsheet with the same categories as the form above be used to tabulate the data from your Field Offices.
2. Once data has been compiled, enter the figures in the two columns on the form. Do not use commas in the figures and do not calculate the totals. The “Total Hours” for each category will be calculated automatically.
3. The “Totals” at the bottom will also be calculated automatically.
4. Enter the amount of funds expended.

Note that volunteer expenses reported should include only amounts provided to volunteers or hosted workers as reimbursements for incidental expenses (such as meals, mileage, etc.), amounts spent for award/recognition items for the volunteer program, costs associated with volunteer ceremonies, and expenses incurred to purchase uniform items for volunteers. Costs associated with the volunteer project, such as supplies, equipment, etc., should be reported under the benefitting program activity code not as a volunteer program expense. Further, costs associated with employee training or supervision of volunteers should not be a volunteer program reportable expense.

5. The “Value of Work” will be calculated automatically. The value has been established by multiplying the Total Hours by an hourly rate of \$16.05. The rate is established by the Independent Sector (see footnote below).

A sample of the form is provided below for your information.

BLM FY 2002 Volunteer Annual Report State Information Form

This form is to be used to submit statewide data and information for the *BLM Fiscal Year 2002 Volunteer Annual Report*. Please enter your data, along with narrative information and list of partners, into the form below. **Do not use commas when entering data.** Hit the **Calculate** button to automatically fill in the fields in gray. Please be sure that the data is a compilation of reports from all of your field offices. Data from individual field offices should NOT be submitted on this form. It is the responsibility of the State Volunteer Coordinators to compile the data.

Likewise, the narrative section and the list of partner organizations should be a comprehensive narrative and list for the entire State or Center.

Once the data and other information have been entered, click on "File ..Print" in your browser to print a copy of your report. Then click on the "SUBMIT YOUR DATA" button when you're ready to send your report. The form will automatically send an e-mail message to BLM's Washington office with the data and narrative you have entered.

For more information, please contact Betsy Wooster e-mail Elizabeth.Wooster@blm.gov. Technical questions on this form should be directed to Kevin.Flynn@blm.gov. Send high resolution photos and caption information separately by overnight mail or e-mail to Elizabeth.Wooster@blm.gov. FedEx address is: Elizabeth Wooster, BLM Environmental Education & Volunteers Group, 1620 L Street N.W., Room 406, Washington, DC 20036; telephone 202-452-7731.

Your State Office:

Your Name:

Your e-mail:

	FY 2002 Volunteer Hours <small>Do not use commas in data</small>	FY 2002 Hosted Worker Hours <small>Do not use commas in data</small>	Total Hours <small>Click Calculate to Compute</small> <small>Do not fill in shaded cells</small>
Recreation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biological Resources	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wild Horse	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cadastral	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wilderness	<input type="text"/>	<input type="text"/>	<input type="text"/>
Riparian/Watershed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cultural/Historical	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minerals	<input type="text"/>	<input type="text"/>	<input type="text"/>

- * Volunteers are defined as people who work for BLM without being paid. They donate their time and in some cases, equipment and money to assist BLM.
- ** Hosted workers are paid by another organization but work for BLM at no charge.
- *** Calculated at \$16.05 per hour. (The value was calculated by the Independent Sector (<http://www.indepsec.org>), a national leadership forum committed to volunteerism and citizen action. The amount is based on the latest data available on the average hourly rate for nonagricultural workers published in the *Economic Report of the President* (2002 Edition).

B. Narrative Information

1. Please describe the top four Volunteer Program accomplishments in your State or Center, e.g., outstanding projects, contributions of BLM employees to volunteer projects, the benefits of volunteer programs, innovative partnerships.
2. Please describe any special Volunteer events that were conducted during the fiscal year. Examples might include activities in observance of National Public Lands Day, National Trails Day, etc.

C. Partnerships

1. Please provide a list of partner organizations that have contributed substantially to the success of the Volunteer Program in your State by donating materials, equipment, or funds, as well as the time and talent of their members and/or employees.

D. Photographs

1. Send hardcopy photographs and caption information by FedEx to Elizabeth Wooster at: Bureau of Land Management, 1620 L Street N.W., LS 406, Washington, D.C. 20036 (tel: 202-452-7731).
2. Send electronic photographs at a minimum of 300 dpi and caption information to: Elizabeth Wooster, Elizabeth_Wooster@blm.gov.